

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 21D1AR

28 AUGUST 2003

Manpower Standard

LOGISTICS PLANS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Logistics Plans function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of Logistics Plans. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME / Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National Guard Base, TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 28 August 2003.

1.2. Man-hour Data Sources: The Operational Audit (historical record and technical estimate) technique was used to collect/determine man-hour/manpower data.

1.3. Standard Manpower Equation: $Y = 23.66 + 0.4916X$.

1.4. Workload Factor.

1.4.1. Title: X= Maintenance Group Population Authorized.

1.4.2. Definition: The average number of UMD authorizations within the Maintenance Group.

1.4.3. Source: UMD (34 Command File Part B) maintained by ANG/XPMM.

1.5. Points of Contact.

1.5.1. Functional: Col John J Samuhel, 189 MX/CC

1.5.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

2. Application Instructions.

2.1. Equation: Apply the equation in Paragraph 1.3., to determine the required man-hours.

2.2. Man-Hour Availability Factor (MAF): Divide the resulting man-hours by the appropriate MAF/overload factor. The answer, rounded up, will quantify the required manpower.

2.3. Upper and Lower Extrapolation Limits:

2.3.1. $Y_U = 140.196$.

2.3.2. $Y_L = 84.118$.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***References*

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

AFMS 00AA, *Standard Indirect Description*

Abbreviations and Acronyms

AF - Air Force

AFMS - Air Force Manpower Standard

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

IMT - Information Management Tool

MAF - Man-Hour Availability Factor

MEP - Management Engineering Program

MSI - Manpower Standards Implementation

MX - Maintenance Group

POD - Process Oriented Description

UMD - Unit Manpower Document

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

Man-Hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

PROCESS ORIENTED DESCRIPTION
LOGISTICS PLANS

Table A2.1. Listing of Functional Processes.

1.	MANAGES MAINTENANCE PLANS AND PROGRAMS:
1.1.	COORDINATES MAINTENANCE GROUP (MX) MOBILITY PLANNING AND EXECUTION ACTIONS.
1.2.	ENSURES OPERATING PLANS REQUIRING SUPPORT FROM LG ARE CURRENT.
1.3.	COMPILES DATA NECESSARY TO IMPLEMENT AND MAINTAIN DEPLOYMENT DATA BASE.
1.4.	COORDINATES AIRCRAFT MAINTENANCE PLANS WITH CONCERNED ACTIVITIES.
1.5.	MAINTAINS PERSONNEL AND EQUIPMENT ROSTERS:
1.5.1.	ENSURES PERSONNEL ROSTERS ARE CURRENT AND UPDATED.
1.5.2.	ENSURES PERSONNEL READINESS FOLDERS ARE MAINTAINED.
1.5.3.	ENSURES EQUIPMENT ROSTERS ARE CURRENT AND UPDATED FOR DEPLOYMENT.
2.	PERFORMS RESOURCE ADVISOR DUTIES FOR LG:
2.1.	MONITORS ACCOUNT BALANCES.
2.2.	BRIEFS LOGISTICS COMMANDER (LG/CC) AND MANAGEMENT ON STATUS.
2.3.	PERFORMS ANALYSIS ON ACCOUNT REQUIREMENTS:
2.3.1.	PERFORMS SPECIAL RESEARCH.
2.3.2.	ESTABLISHES FUNDING LOADS.
2.3.3.	ANALYZES ACCOUNT REQUIREMENTS AND PRIOR YEAR EXPENDITURE RATES.
2.4.	PREPARES FINANCIAL REQUIREMENTS FOR INCLUSION IN BASE FINANCIAL PLAN:
2.4.1.	COORDINATES WITH EACH COST CENTER TO DETERMINE FINANCIAL NEEDS.
2.4.2.	ADVISES LG/CC ON THE DISTRIBUTION OF OPERATING BUDGET.
2.4.3.	ANALYZES PAST, AND CURRENT FINANCIAL REQUIREMENTS.

2.5.	MONITORS STATUS OF DEPOT LEVEL REPAIRABLE ITEMS.
2.5.1.	ADVISES LG/CC OF EXPENDITURES THAT IMPACT UNIT'S FINANCIAL CONDITION.
2.5.2.	REVIEWS FINANCIAL STATUS TO ENSURE EACH COST CENTER RECEIVES EQUITABLE FUNDING.
2.5.3.	EVALUATES TRENDS AND OPERATING COSTS FOR PROJECTING COMMITMENTS AND OBLIGATIONS.
2.6.	ATTENDS FINANCIAL/BUDGET MEETINGS. Prepares presentations for meeting.
3.	MONITORS GOVERNMENT PURCHASE PROGRAM:
3.1.	PERFORMS BANK RECONCILIATIONS.
3.2.	APPROVES TRANSFER OF FUNDS.
4.	PERFORMS AS UNIT PROGRAM COORDINATOR FOR BANK OF AMERICA TRAVEL CARD:
4.1.	PROCESSES AND SUBMITS GOVERNMENT TRAVEL CREDIT CARD APPLICATION FOR ALL MAINTENANCE PERSONNEL.
4.2.	SUBMITS REACTIVATIONS AND DEACTIVATIONS FOR TRAVEL CREDIT CARDS.
4.3.	REVIEWS AND ESTABLISHES SPENDING LIMITS.
4.4.	MONITORS CARDHOLDER ACTIVITY FOR ABUSE, AND DELIQUENT STATUS.
4.5.	BRIEFS LG/CC AND MAINTENANCE MANAGEMENT ON CREDIT CARD ABUSES.
5.	PERFORMS ANNUAL STAFF ASSISTANCE VISITS TO ALL MAINTENANCE WORKCENTERS AND PROVIDES WRITTEN DOCUMENTATION.
6.	UNIT TRAINING ASSEMBLY (UTA) PREPARATION.
7.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****A3.1. Standard Manpower Table**

Air Force Specialty Title	AFSC	Grade	Manpower Requirement
Logistics Mgmt Spec	2G0XX	Civ	1
Total			4

NOTE. AFSCs may be adjusted at the discretion of the Commander.